

## Agenda

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# *Town of Fairview*



### **Agenda** Town Council Meeting **October 12, 2021** 6:30 pm

*Meeting will be in the Fairview Town Hall Meeting Room*

**1. Call the meeting to order: ---Mayor Thomas**

Invocation  
Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

**2. Public Comments\*\* / Presentations:**

**3. Consent Agenda:**

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2021-2022 --- *Report Accepted as Information*
- d) Fairview Park Event September Draft Minutes *(No September Meeting)*
- e) Fairview Park Facility September Draft Minutes *(No September Meeting)*
- f) Planning Board September Draft Minutes *(No September Meeting)*
- g) Approve Council Minutes for September 14, 2021

# Agenda

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## 4. Items of Business:

**Item 1: Discuss/Approve** Major-Minor Subdivision Requirements/Policies – *Ed Humphries*

**Item 2: Discuss/Approve** Heating/Air System for Council Meeting Room – *Ed Humphries*

## 5. Council Comments:

## 6. Adjournment

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS

**\*\* Public Comments are limited to 3 minutes**

# Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

4:24 PM

10/06/21

Accrual Basis

**Town of Fairview**  
**Balance Sheet**  
 As of September 30, 2021

	Sep 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First National Bank	520,348.67
Total Checking/Savings	520,348.67
Other Current Assets	
Franchise Tax Receivable	29,195.44
Investments	
Investments NCCMT	1,062.46
Total Investments	1,062.46
Other receivables	78.57
Prepaid assets	3,186.00
Sales Tax Receivable	4,877.20
Taxes receivable	1,652.60
Taxes receivable - ad valorem	-1,300.51
Taxes receivable - motor veh	742.04
Total Other Current Assets	39,493.80
Total Current Assets	559,842.47
Fixed Assets	
Accumulated Depreciation	-312,922.07
Building and Improvements	1,181,642.75
Computer Equipment	12,643.66
Furniture and Equipment	1,698.00
Land	734,289.94
Land improvements	17,545.00
Leasehold improvements	27,486.25
Park equipment	148,928.88
Rental House	137,436.59
Total Fixed Assets	1,948,749.00
<b>TOTAL ASSETS</b>	<b>2,508,591.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,190.09
Total Accounts Payable	9,190.09
Other Current Liabilities	
Accrued payroll	4,099.92
Deferred revenue - ad valorem	1,923.45
Payroll Liabilities	945.71
Prepaid taxes	12.44
Security deposit - rental house	1,395.00
Total Other Current Liabilities	8,376.52
Total Current Liabilities	17,566.61
Long Term Liabilities	
Note payable on park land	520,000.00
Total Long Term Liabilities	520,000.00
Total Liabilities	537,566.61
Equity	
Amount to be provided for LTD	-520,000.00
Equity	
Fixed assets	1,948,749.00

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4:25 PM

10/06/21

Accrual Basis

**Town of Fairview**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Ad Valorem taxes	0.86	108,000.00	-107,999.14
Alcoholic beverage	0.00	16,000.00	-16,000.00
ARP Funds	133,598.25		
Donation - vendors	4,190.00		
Farm Land rental	0.00	1,500.00	-1,500.00
Fund balance appropriated	0.00	130,786.00	-130,786.00
Interest on delinquent taxes	77.51		
Investment income	94.87		
Motor vehicle taxes	3,369.87	10,800.00	-7,430.13
Park rental income	700.00	1,000.00	-300.00
Rental house income	3,766.60	15,000.00	-11,233.40
Sales and use tax	9,584.77	32,500.00	-22,915.23
Utility Franchise taxes	30,363.68	135,000.00	-104,636.32
Zoning fees	3,820.00	12,000.00	-8,180.00
<b>Total Income</b>	<b>189,566.41</b>	<b>462,586.00</b>	<b>-273,019.59</b>
<b>Expense</b>			
Advertising and Promotion	208.96	1,000.00	-791.04
Audit fees	0.00	8,530.00	-8,530.00
Bank Service Charges	78.00		
Capital Outlay - Town Hall	734.38	150,000.00	-149,265.62
Debt repayment	0.00	60,280.00	-60,280.00
Dues and Subscriptions	5,610.00	6,000.00	-390.00
Elections expense	0.00	3,100.00	-3,100.00
Festival expense	6,477.38	20,000.00	-13,522.62
Fire Dept Grant	0.00	2,000.00	-2,000.00
Grants	0.00	2,000.00	-2,000.00
Insurance Expense	4,426.18	5,350.00	-923.82
Internet and website	2,679.56	10,800.00	-8,120.44
Legal fees	2,008.76	9,000.00	-6,991.24
Miscellaneous Expense	0.00	1,000.00	-1,000.00
Office expense	3,786.42	11,000.00	-7,213.58
Office utilities	709.63	4,000.00	-3,290.37
Park Maintenance	3,317.07	30,576.00	-27,258.93
Park Utilities	528.20	2,200.00	-1,671.80
Payroll Expenses	26,932.73	42,700.00	-15,767.27
Payroll taxes	0.00	7,650.00	-7,650.00
Planning and zoning	0.00	47,000.00	-47,000.00
Professional Fees	0.00	3,000.00	-3,000.00
Rent Expense	0.00	12,000.00	-12,000.00
Rental house repairs, etc	303.18	1,000.00	-696.82
Salaries - Park	0.00	10,300.00	-10,300.00
Solid Waste Manage cost share	0.00	8,000.00	-8,000.00
Tax collection fees	99.11	2,000.00	-1,900.89
Telephone Expense	229.39	1,200.00	-970.61
Training expense	0.00	500.00	-500.00
Travel Expense	0.00	400.00	-400.00
<b>Total Expense</b>	<b>58,128.95</b>	<b>462,586.00</b>	<b>-404,457.05</b>
<b>Net Ordinary Income</b>	<b>131,437.46</b>	<b>0.00</b>	<b>131,437.46</b>
<b>Net Income</b>	<b>131,437.46</b>	<b>0.00</b>	<b>131,437.46</b>

4:28 PM

10/06/21

Accrual Basis

**Town of Fairview**  
**Transactions by Account**  
**As of September 30, 2021**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>First National Bank</b>							
Check	09/13/2021	Draft	Duke Energy_			228.73	498,687.85
Check	09/13/2021	Draft	Duke Energy_			119.04	498,459.12
Bill Pmt -Check	09/13/2021	103474	Clark, Griffin and Mc...	Park		600.00	498,340.08
Bill Pmt -Check	09/13/2021	103475	CompuNetworld	Retainer and research BOA		345.69	497,740.08
Bill Pmt -Check	09/13/2021	103476	Darrell H. Baucom_	Internet, phone and TV		45.00	497,394.39
Bill Pmt -Check	09/13/2021	103477	Ed Humphries_	Software reimbursement		12.60	497,349.39
Bill Pmt -Check	09/13/2021	103478	Killingsworth Environ...	reimburse postage		125.00	497,336.79
Bill Pmt -Check	09/13/2021	103479	Taylor's Landscaping...	Pest control		3,385.00	497,211.79
Bill Pmt -Check	09/13/2021	103480	Teresa Clontz			100.00	493,826.79
Bill Pmt -Check	09/13/2021	103481	Union County Public ...	Cleaning		79.39	493,726.79
Bill Pmt -Check	09/13/2021	103482	Waste Management	Water		111.10	493,647.40
Deposit	09/13/2021			Garbage service			493,536.30
Paycheck	09/14/2021	103483	Darrell H. Baucom	Deposit	30,363.68		523,899.98
Paycheck	09/14/2021	103490	Teresa Gregorius			696.33	523,203.65
Paycheck	09/14/2021	103484	Edward D Humphries			1,168.52	522,035.13
Paycheck	09/14/2021	103485	Gary H Wilfong			2,294.86	519,740.27
Paycheck	09/14/2021	103486	Jerry C. Clontz			138.52	519,601.75
Paycheck	09/14/2021	103487	John A Biggers, Jr.			947.38	518,654.37
Paycheck	09/14/2021	103488	Patricia H. Kindley			138.52	518,515.85
Paycheck	09/14/2021	103489	Phillip C Thomas			138.52	518,377.33
Liability Check	09/14/2021	To Print	IRS			184.70	518,192.63
Check	09/14/2021	103491	Hometown Heroes	55-0789092		2,277.74	515,914.89
Check	09/14/2021	103492	FNB Commercial Cre...	Parking for Music Festival		300.00	515,614.89
Check	09/14/2021	103493	Leon Whitley	Credit card payment		1,520.22	514,094.67
Check	09/14/2021	103494	Mike Medlin	Reimbursement mowing exp...		100.00	513,994.67
Deposit	09/17/2021			Reimburse for mowing expen...		100.00	513,894.67
Deposit	09/17/2021			Deposit	575.00		514,469.67
Deposit	09/17/2021			Deposit	425.00		514,894.67
Deposit	09/17/2021			Deposit	1,255.55		516,150.22
Deposit	09/17/2021			Deposit	2,750.00		518,900.22
Check	09/23/2021	Draft	Spectrum	Deposit	100.00		519,000.22
Deposit	09/24/2021					249.98	518,750.24
Deposit	09/24/2021			Deposit	50.00		518,800.24
Check	09/25/2021	Draft	Great American Fina...	Deposit	275.00		519,075.24
Deposit	09/27/2021			copier		145.02	518,930.22
Deposit	09/29/2021			Deposit	1,103.45		520,033.67
Deposit	09/29/2021			Deposit	315.00		520,348.67
Total First National Bank					37,212.68	15,551.86	520,348.67
<b>TOTAL</b>					<b>37,212.68</b>	<b>15,551.86</b>	<b>520,348.67</b>

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10/06/21

Accrual Basis

**Town of Fairview**  
**Transaction Detail By Account**  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Festival expense</b>							
Check	07/13/2021	103437	FNB Commercial C...	Credit card charges	32.51		32.51
Check	08/10/2021	103467	Briolive	Deposit for The Castaways for 09/1...	2,750.00		2,782.51
Check	08/10/2021	103469	FNB Commercial C...	credit card payment	27.99		2,810.50
Bill	08/26/2021	08262021	McKensie Lorenz	Security for festival - voided check	0.00		2,810.50
Bill	09/09/2021	09092021	Michael J. Privette	Security for Music in the Park	90.00		2,900.50
Check	09/14/2021	103491	Hometown Heroes	Parking for Music Festival	300.00		3,200.50
Check	09/14/2021	103492	FNB Commercial C...	Credit card payment	266.88		3,467.38
Check	10/02/2021	103495	Chad Price	Music	500.00		3,967.38
Check	10/02/2021	103496	Rick Greene	Music	500.00		4,467.38
Check	10/02/2021	103498	Lee Ward	Music and DJ	1,600.00		6,067.38
Check	10/02/2021	103499	Union County Tract...	Festival parking	200.00		6,267.38
Check	10/02/2021	103500	Ryan Jacob Smith	Security for Festival	210.00		6,477.38
Total Festival expense					6,477.38	0.00	6,477.38
<b>TOTAL</b>					<b>6,477.38</b>	<b>0.00</b>	<b>6,477.38</b>

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10/06/21

Accrual Basis

**Town of Fairview**  
**Transaction Detail By Account**  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Park Maintenance</b>							
Bill	08/02/2021	1496	Taylor's Landscapin...	Lawn maintenance	1,337.50		1,337.50
Bill	08/02/2021	1496	Taylor's Landscapin...	Top of Hill	200.00		1,537.50
Check	08/10/2021	103464	Jerry C. Clontz	Park supplies	82.07		1,619.57
Bill	08/27/2021	1501	Taylor's Landscapin...	Lawn maintenance	1,337.50		2,957.07
Bill	08/27/2021	1501	Taylor's Landscapin...	Top of hill at park	160.00		3,117.07
Check	09/14/2021	103493	Leon Whitley	Reimbursement mowing exp...	100.00		3,217.07
Check	09/14/2021	103494	Mike Medlin	Reimburse for mowing expe...	100.00		3,317.07
Total Park Maintenance					3,317.07	0.00	3,317.07
<b>TOTAL</b>					<b>3,317.07</b>	<b>0.00</b>	<b>3,317.07</b>

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10/06/21

Accrual Basis

**Town of Fairview**  
**Transaction Detail By Account**  
 July 2021 through June 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Office expense</b>							
Bill	07/05/2021	07052021	Teresa Clontz	Cleaning office	100.00		100.00
Check	07/13/2021	103436	WM Corporate Servi...	Monthly waste charge	111.10		211.10
Check	07/13/2021	103437	FNB Commercial Cr...	Credit card charges	13.93		225.03
Bill	08/02/2021	08022021	Teresa Clontz	Cleaning	100.00		325.03
Bill	08/02/2021	1496	Taylor's Landscaping...	Roundabout	210.00		535.03
Check	08/10/2021	Draft	Great American Fina...	Copier	165.33		700.36
Check	08/10/2021	103466	WM Corporate Servi...	Garbage service	111.10		811.46
Check	08/10/2021	103469	FNB Commercial Cr...	credit card payment	942.88		1,754.34
Deposit	08/13/2021		citizens	Ed's personal deposit 270.37	0.00		1,754.34
Bill	08/24/2021	649541	Killingsworth Environ...	Pest control	125.00		1,879.34
Bill	08/27/2021	1501	Taylor's Landscaping...	Roundabout	140.00		2,019.34
Bill	09/01/2021	0096526-...	Waste Management	Garbage service	111.10		2,130.44
Bill	09/06/2021	09062021	Teresa Clontz	Cleaning	100.00		2,230.44
Bill	09/13/2021	09/13/2021	Ed Humphries	reimburse postage	12.60		2,243.04
Check	09/14/2021	103492	FNB Commercial Cr...	Credit card payment	1,253.34		3,496.38
Check	09/25/2021	Draft	Great American Fina...	copier	145.02		3,641.40
Check	10/25/2021	Draft	Great American Fina...	Copier	145.02		3,786.42
Total Office expense					3,786.42	0.00	3,786.42
<b>TOTAL</b>					<b>3,786.42</b>	<b>0.00</b>	<b>3,786.42</b>

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# SEPTEMBER 2021 ZONING PERMITS

<u>Date</u>	<u>Ck#</u>	<u>Permit #</u>	<u>Type</u>	<u>Fee \$</u>	<u>Name</u>	<u>Address</u>	<u>Parcel #</u>
9/1/21	CC	Comp21071	Comp	\$100	Don Colman	9301 IndianTrail-Fairview	08258008A
9/2/21	107	H 21072	Home	\$125	Max Solodyankin	9511 Machado Drive	08246002P
9/2/21	CC	NR21073	Non-Residen	\$500	John Little/PiedmontNG	8321 Old Ferry Road	08117020A
9/7/21	CC	U 21074	Upfit	\$100	BB Haigler	9906 Indian Trail Fairview	8222011
9/14/21	14772	MS 21075	Minor	\$425	Black Contracting	West Lawyers Road	8195008b
9/21/21	CC	U 21076	Upfit	\$100	Steve Ransshaw	1222 Crowell Dairy	08282013E
9/23/21	CC	U 21077	Upfit	\$100	Tony Napriyenko	7908 Concord Highway	8186010
9/27/30	CC	Non-R 21078	Cell Tower	\$500	Dewberry for DISH	7604 Water Oaks Lane	8189034
<b>TOTAL</b>	<b>8</b>			<b>\$1,950</b>			

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# FUND BALANCE WORKSHEET 2021/2022

Beginning Spendable Fund Balance      **\$338,137**  
(as of 6/30/2021)

POLICY - Reserve in Spendable Fund Balance      **\$200,000**

Spendable Fund Balance      **\$138,137**  
(as of 6/30/2021)

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
1	7/13/2021	Purchase of Town Hall	Fund balance	150,000.00
			New Spendable Fund Balance	-11,863.00

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
			New Spendable Fund Balance	

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**Town of Fairview  
Regular Town Council Meeting  
September 14, 2021**

The following Council members were present: Mayor Phil Thomas, John Biggers, Jerry Clontz, Patricia Kindley, and Gary Wilfong.

Others present: Darrell Baucom, Financial Officer; Ed Humphries, Land Use Administrator/Deputy Clerk; Teresa Gregorius, Town Clerk and Spencer Thomas, Administrative Assistant. Attorney Joe McCollum was absent.

**Agenda Changes**

Mayor Thomas stated that he would like to add as Item 2, Spencer Thomas discussion on Fall Festival and eliminate the Closed Session due to Attorney McCollum's absence.

**Approval of Agenda**

John Biggers made a motion to approve the agenda as amended. Patricia Kindley seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

**Public Comments**

None

**Consent Agenda**

- a) Accept Financial and Tax Reports as Information
- b) Accept Land Use Report as Information
- c) Accept Fund Balance Worksheet 2021-2022 report as Information
- d) Fairview Park Event August Draft Minutes --- Minutes Accepted as Information
- e) Fairview Park Facility August Draft Minutes --- Minutes Accepted as Information
- f) Planning Board August Draft Minutes --- (No August Meeting)
- g) Approve Council Regular Minutes for August 10, 2021
- h) Proclamation for Domestic Violence Awareness Month



Patricia Kindley made a motion to approve the consent agenda. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

### **Items of Business**

#### **Item 1: Discuss/Approve Major-Minor Subdivision Requirements/Policies – *Ed Humphries***

Ed Humphries presented the Major-Minor Subdivision Requirements/Policies that the Planning Board discussed. The Council discussed and made necessary changes. Mr. Humphries will make the changes and bring the policy back for approval at the October meeting (Exhibit A).

#### **Item 2: Discuss Fairview Fall Festival ---*Spencer Thomas***

Spencer Thomas reported that plans for the Fall Festival are underway. There has been very little response from craft and food vendors so far. There is also a worry that there will not be enough helpers to set up for the festival due to COVID hesitation with many people. The Event Committee would like to go forward with the festival but want the Council to understand it may in fact turn out to be more limited than in the past due to lack of help. The Council discussed and expressed their desire to have the festival.

### **Council Comments**

Patricia Kindley stated that she enjoyed the Music in the Park. She noted that the door on the Little Library at the park needed to be repaired. Mr. Biggers stated he would check it out.

Gary Wilfong discussed flying the US flag at half-mast. He has volunteered to raise and lower the flags but was out of town when the call was made. After unkind comments were made on Facebook he contacted a friend that went along with a boy scout and lowered the flags for the town. With Mr. Wilfong's military background he acknowledges that the President of the United States delegates the order for lowering the flag, not state and local officials. The Council discussed and agreed to lower the flags only when delegated by the President of the United States. The Council thanked Mr. Wilfong for volunteering.

Jerry Clontz requested that Mr. Humphries call 811 and have all utility lines marked at the park.

Mayor Thomas noted that the 9/11 Remembrance at the Music in the Park was great. 9/11 victims were remembered and the Fairview Fire and Rescue members were recognized for their service to the town. The town has donated a bench to be placed at the flag poles to honor the fire department. Mayor Thomas reported that the first of two payments from the ARP funds has been received. He thanked Darrell Baucom for his work in gathering and processing all of the paperwork required.

Jerry Clontz made a motion to adjourn. Gary Wilfong seconded the motion. Council members Biggers, Clontz, Kindley and Wilfong voted yes (4-0).

Respectfully submitted,



\_\_\_\_\_  
Teresa Gregorius  
Town Clerk

\_\_\_\_\_  
Phil Thomas  
Mayor

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

DRAFT

# Discuss Major/Minor Subdivision Policies

## Town of Fairview Subdivision Policy

### MINOR Subdivision – 5 lots or Less

### MAJOR Subdivision – 6 lots or More

#### Requirements for MINOR Subdivisions

- Access built to state requirements
- Each lot must have own septic system and well approved by Union County Environmental
- Public water, if available on the road you access
- Maintenance agreement on road serving property (if not built to NCDOT standards)
- Street connectivity:
  - Needed in minor and major depending on street layout to main access

#### DRAF Requirements for MAJOR Subdivisions

- Public water and sewer, if available
  - Available would mean within 2500 ft. and built to Union County Public Works requirements. NO package plants
  - If not available: well and septic system permit required by Union County Environmental Health Union County
- All public utilities must be underground
- Streets must be built to state (NCDOT) standards
- HOA required if subdivision has common grounds
- 10% open space \* Road medians would count toward requirement.
- Curb/gutter/sidewalk. \* No curb required, if not needed.
- Sidewalk on one side of street, if Curb is required
- Street connectivity:
  - Needed in minor and major depending on street layout to main access
- Street trees-if needed (plan review)
- Streetlights-if needed (plan review)

Approved by Council this \_\_\_\_ day of \_\_\_\_\_ Oct. 2021

16

# Discuss Heating/Air System For Meeting Room

These are the quotes received for Heat/Cool the meeting room.  
Would like to pay for this with the money between the cost of  
building and the \$150,000 Max-approved (part of the capital  
expenditure for building)

Air Direct \$10,941

Byrum \$12,141.91

Union Mechanical \$16,900